Tasking Memorandum No. 00-216
Memorandum For Commanders, Defense Contract Management Districts
Subject: Supplier Information Service (SIS) Increment III Training Schedules
Date: May 15, 2000
Suspense Date: May 26, 2000
Target Audience: Commanders Defense Contract Management Districts,
                            Commanders, Defense Contract Management Field Activity,
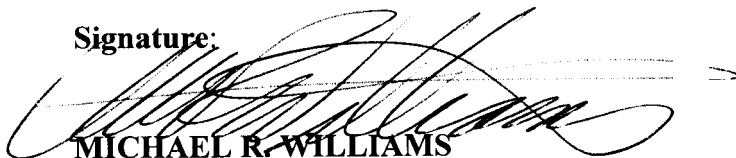   **Directors, District Operations**

Requirements(s):

- We are nearing a deployment decision for SIS Increment III, which encompasses the Risk Assessment and Management Program (RAMP), SIS Access Management (SAM), Preaward Survey System (PASS) Version 7, and Contractor System Status (CSS) Version 2.0. To ensure all personnel are properly trained to use SIS Increment III once deployed, DCMA needs to start developing detailed training plans now.

- The training curriculum will consist of a lecture with program demonstrations, Computer Based Training (CBT), practical hands-on exercises, and "over the shoulder" desk side training, all within the space of two days. DCMA Field Activities and on-site trainers will additionally have the flexibility to meet individual students' needs. This training approach was prototyped during SIS Increment III's Operational Testing and the results indicate most students (80%) are fully ready to use the application after four hours of lecture and program demonstration.

- As a minimum, all students will receive RAMP training:

  - Four hours lecture with CBT and program demonstration
  - Individual "over-the-shoulder" training at the student's workstation.

- Students shall receive the following additional training:

  - Upwards of twelve additional hours of individual or small group training.
  - Specific Preaward Survey System (PASS) or Contractor System Status (CSS) training.
  - SIS Access Management (SAM) training.

- DCMA Headquarters Responsibilities:

  - Conduct extensive Train-the-Trainer sessions (one week) at each District that will allow for SO+ SIS Increment III trainers.
  - The East and West District trainers will consist of former SFAs and FASST (now Field Support Teams), DCMA Field Activity SIS Increment III Process Champions, and DCMA Field Activity Computer Specialists. The International District trainers will consist of former SFAs, FASST and District staff.

- A weeklong Train-The-Trainer session at each District.
- Provide trainers with materials and instructions for conducting training.
- Assure through the Technical Architect Working Group that all DCMA Field Activity personal computers and local area network servers are properly configured for training and simultaneous loading of the SIS programs.

- District Responsibilities:

    - Identify potential trainers and prepare for HQ Train-The-Trainer sessions.
    - Establish training schedules with dates and locations for each DCMA Field Activity beginning on July 10 and concluding by September 1, 2000. Plans must be completed by May 26, 2000.
    - Incorporate a strategy for the remote sites, either having a few remote users come into the DCMA Field Activity or if it is a large group, have the instructor go to the remote site.
    - Assure training rooms can accommodate a large group with ability to see the program being demonstrated via a projector (Districts/DCMA Field Activity will provide). The limiting factor on the group size will be the audio/video resolution so that all students can read the screen during the lecture/CBT/demonstration on day one.
    - Establish a SIS Increment III Point of Contact at each DCMA Field Activity. This person will be the Process Champion for SIS Increment III, and will be used as a trainer.
    - Trainers will be assigned to work with specific students at their desk. The number of students assigned to each trainer should not exceed 15-1 for one-on-one training at the student's workstation. The workstations at the DCMA Field Activity will be used as a live lab with real data after the lecture/demonstration. Trainers will certify that each employee received one-on-one training at their desk and understands the basic program.
    - Establish security sign-on procedures to be used at each DCMA Field Activity prior to deployment.

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Signature:

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